



EMPLOYMENT OPPORTUNITY
90% - Data Compiler 1
Salary: \$1945.00 - \$2510.00 Range 31

Recruitment # 1325-10 Opens: March 1, 2010 Closes: March 8, 2010

The Habitat Program, Administration, is recruiting for a Data Compiler 1. Duty station is the Natural Resource Building, Olympia, WA.

Job Summary

This position supports the Hydraulic Project Approval (HPA)/Hydraulic Project Management System (HPMS) Program by compiling, reviewing, scanning and assembling Hydraulic Project Approval data. This position is independently responsible for compiling, assembling and reviewing data, and performing data entry and file management of HPA related documents. **Key responsibilities are:**

Prepare summaries/reports and manage files.
Database input, queries, research and response.
Scan and change format on material to upload into database or email material to appropriate staff.
Assist with Records Center and Archive data requests as well as Public Disclosure requests.
Prepare documents for Records Center/Archive storage.
Review data and reports for accuracy and completeness.
Catalog and file paper copies of all applications and HPA documents into backup file system.

Working Conditions

Position is part time, within a Monday-Friday, 8:00-5:00 work week. Requires lifting up to 50lb archive boxes on a daily basis; long periods of standing, stooping, bending, reaching high and low while filing; pulling heavy files; long periods of sitting at a computer; repetitive motions.

Qualifications and Competencies

1 year of clerical experience which includes experience using a PC, Word, Excel, Outlook, Web-based applications, copier/scanner, typing 40+words per minute, and providing professional customer service. Records/Archive Management training; training in Word and Excel.

Competencies:

Basic knowledge of operation of office machines such as PC, Multi-function device (copier/scanner/FAX).
Working Knowledge of email and internet and keyboarding.
Basic knowledge of software/computer programs such as Outlook, Microsoft Office (Word, Excel, Access), SQL, HPMS or typical web-based applications.
Demonstrated success in using clear and effective verbal and written communication skills.
Proficiency in records management.

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How to apply:

Applications must be received not later than 5:00 p.m. on March 8, 2010

Submit a completed and signed state application and attach a detailed resume that shows how you meet the qualifications and competencies listed above. For each relevant position you have held, specify your employer, title, length of service, and the duties performed.

Here are the ways you can submit your signed application

1. Mail your application materials to:
Margaret Gordon, Recruitment Specialist
Human Resources Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
2. Or deliver the application in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.
3. Or scan a signed copy and send by e-mail to: WDFWjobs@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.